# My Biz

"It's *My* Information"

# What is *My Biz?*

**An exciting new web-based Oracle Self Service application within the Defense Civilian Personnel Data System (DCPDS) that allows you to**

- **Access and view your personnel information 24 hours a day/7 days a week**
- **Maintain your own information, including**
- **onal profiles, benefits, and**
- **g**
- **ide input on performance plans**

# What Information is Available in *My Biz*?

**You can view data related to your civilian employment, such as**

- **Position information (current/historical)**
- **Salary information**
- **Appraisal and Awards information**
- **Benefits**
- **Appointment information**

# What Can *My Biz* Do for Me?

**In addition to viewing your personnel information, you may update information such as:**

- **Race and National Origin designation**
- **Handicap code**
- **Email addresses**
- **Phone numbers**
- **Foreign language proficiency**

# When Can I Use *My Biz?*

- ***My Biz*** **will be made available to employees beginning in January 2006 (Phase I)**
- **Full implementation is scheduled by June 2006**
- **You will be notified by your Human Resources Office when *My Biz* is available for YOU**

# How Do I Access *My Biz?*

- **When you log into My Biz for the *first* time, you will be prompted to provide a user ID and a password**
  - **Your user ID is your social security number (SSN)**
  - **Your initial password consists of the following**
    - **Capitalize first letter of first name**
    - **$ sign**
    - **Lower case first lett**
    - **$ sign**
    - **Fourth digit of SSN**
    - **$ sign**
    - **Fifth digit of SSN**
    - **$ sign**

**Example:** User John Smith with SSN 123-45-6789, will enter **J$s$4$5$**

- **You will be prompted to change your password**

# My Biz Summary

- Immediate secure access to personnel information
- Available 24 hours a day, 7 days a week from a work site computer
- Convenient access to information, it's all at your fingertips

**For *up-to-date* information, keep checking *My Biz* website at http://www.donhr.navy.mil/MyBiz**